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CAP COMMITTEE

Monday, January 29, 2018 | 1:30-2:30 p.m.; Kennedy Union 310

Present: Brad Balser, Lee Dixon, Chuck Edmonson, Heidi Gauder, Fred Jenkins (*ex officio*), Michelle Pautz, Danielle Poe, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger, Diandra Walker, Shuang-Ye Wu

Excused: Peter Hansen, Linda Hartley (*ex officio*), John White

I. 4-Year Review of CAP Courses

- A. Documents: (1) What to Look for in 4-Year Review Reports (1/25/2018 draft); (2) Subcommittee Report Form; (3) Subcommittee Assignments; (4) Tentative Schedule for the Committee's Work: Spring 2018
- B. Discussion
 1. The committee reviewed the document that was prepared for internal use: "What to Look for in 4-Year Review Reports." No changes were noted. The document is to provide guidance as the subcommittees review reports.
 2. The committee as a whole discussed a 4-Year Review report as an example.
 3. The submission deadline for 4-Year Review reports is Thursday, February 1. The CAP Office send an update to committee members on Friday, March 2.
 4. A question was raised about the process for departments to implement any changes outlined in a 4-Year Review report. For this year's cycle, following the CAPC's review and decision by May 15 regarding renewal of CAP course designation modifications, the proposal will be rolled back to the department in CIM. Department and unit conversations are to take place to determine next steps and final modifications should be submitted in CIM by September 1. The CAP Office is sponsoring "CAP with Friends" workshops that will provide opportunities for departments to get assistance.
 5. Subcommittee Process and Reports: The following CAPC meeting dates have been set aside for subcommittees to meet: February 5, February 12, and February 19. Subcommittees can also meet at an alternate time. The following CAPC meeting dates have been designated for subcommittee reports: March 5, March 12, and March 19. A template was created for subcommittees to submit their recommendation for each course they were assigned. During the subcommittee reports, the committee will decide if a follow-up conversation with the department is needed. If so, those conversations will be scheduled in April.
 6. The rest of the meeting time was used for subcommittees to meet on their own.

The meeting adjourned at 2:30 p.m.

Respectfully submitted by Judy Owen